

Message

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**From:** Johnson, Arthur [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=2BE1C7ECDE3A4073BE419A2EB5E647EA-JOHNSON, ARTHUR]  
**Sent:** 10/5/2020 8:51:29 PM  
**To:** Weeks, Frederick [Weeks.Fred@epa.gov]  
**Subject:** Re: Request to Identify Most Critical Hiring Need

Correct

Sent from my iPhone

On Oct 5, 2020, at 4:35 PM, Weeks, Frederick <Weeks.Fred@epa.gov> wrote:

Hi Art,

I'm just double checking, the highest priority need can either be a merit promotion or outside hire, correct?

Fred

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**From:** Johnson, Arthur <Johnson.Arthur@epa.gov>  
**Sent:** Monday, October 05, 2020 10:33 AM  
**To:** Szaro, Deb <Szaro.Deb@epa.gov>; Dierker, Carl <Dierker.Carl@epa.gov>; Conway, Timothy <Conway.Tim@epa.gov>; Moraff, Kenneth <Moraff.Ken@epa.gov>; Jennings, Lynne <Jennings.Lynne@epa.gov>; Hamjian, Lynne <Hamjian.Lynne@epa.gov>; Greene, Cynthia <Greene.Cynthia@epa.gov>; Hunter, Johanna <Hunter.Johanna@epa.gov>; Deabay, Elizabeth <Deabay.Beth@epa.gov>; Olson, Bryan <Olson.Bryan@epa.gov>; Leshen, Margaret <Leshen.Margaret@epa.gov>; Barmakian, Nancy <Barmakian.Nancy@epa.gov>; Lombardo, Ginny <Lombardo.Ginny@epa.gov>; Weeks, Frederick <Weeks.Fred@epa.gov>; Haslett, Brenda <Haslett.Brenda@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>  
**Subject:** Request to Identify Most Critical Hiring Need

DDs and Deputies,

We finished FY20 with 45 new employees on-boarded into permanent positions (35 external hires and 10 student intern conversions). Congratulations to all on this outstanding effort.

Even with this huge effort, we know that there may still be some significant staffing needs/gaps. While our ability to hire with the CR and the upcoming election is likely to be limited at best, we want to collect from each Office/Division your **most critical hiring need**, in the event we may be able to move on a few actions. So, don't get your hopes up.

Below is the criteria we have developed for evaluating requests.

Please review and submit your write-ups with responses to the question below to me and Fred Weeks by COB Monday, October 12.

**Evaluating hiring requests**

- Alignment with RA and/or national priorities? - Is this one of the most critical jobs to fill in the Region?
- Alignment with Division optimization plans
- Does the position support other critical work in the region?
- Impact to region if the position is not filled
- Can the region afford the position (PRC charging)?
- Does the proposed need and graded level appear to be justifiable?
  - Are there potentially other viable means for meeting the needs of the program office?

**Questions for each Division/Office:**

- Why is this a critical position?
  - Looking beyond the functioning of your office, is this one of the most critical jobs to fill in the Region? Why?
  - Does the work of the position contribute to a RA and/or national priority?
  - Was the position previously held by a single individual (i.e., unique activity and/or expertise)?
  - Are there other staff in the region that can perform the tasks assigned to this position?
- How is this position consistent with where you are going with your optimization plan?
- Can this position be filled at the entry level or by converting an eligible co-op student?
  - If you wish to fill this position at other than entry-level, please provide a justification.
- What specific PRCs will be used to fund the position.
- If filling this position is not approved, what disinvestment(s) will need to be made?

Thanks,  
 Art Johnson  
 Mission Support Division Director, SRO  
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**Ex. 6 Personal Privacy (PP)**